

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Joanne Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

To: Designated Employer Representatives
Human Resources Directors
Classification Personnel
Testing Personnel

From: Jeff Brownfield, Office Manager
Operations Division

Re: Final Status Notice – Administrative Assistant
CCE-13-65

Date: August 13, 2012

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Administrative Assistant I

Classes are currently used by: SURS, UIUC, UICOMR, INRS, DSCC-C, UICH, UIC, ISU, EIU, UIS, ISAC, SIU-SOM, WIU, NIU, DSCC, SIUC, UICOMP, NEIU, GSU, CSU, SIUE

| <u>Current Class</u> | <u>Action Proposed</u> | <u>Revised/New Class</u> | <u>Prom. Line</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Change-in-Title Policy</u> | <u>Effective Date</u> |
|------------------------------------|------------------------|----------------------------------|----------------------|------------------|----------------------|-------------------------------|-----------------------|
| 0171 Administrative Assistant I | REVISE/CIT | 0171 Administrative Assistant | No Longer Applicable | 03 Managerial | 000 Special Group | 1 | 10/15/12 |

Change-In-Title Policy requirements reflect revised procedures issued 11/14/07. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

Voiding/Deleting Registers

The registers for Administrative Assistant I classification should be voided at the close of business on Friday, October 12, 2012. All testing materials related to these titles should be destroyed.

Class Specification and Examination Components/Instruments

The new class specification and examining instrument for the Administrative Assistant Credentials Assessment will be effective (available per E-Test) October 15, 2012. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Jeff Brownfield at (217) 278-3150 Ext. 236 or at jeffb@succs.illinois.gov.

NOTE: See January 31, 2012 Final Status Notice regarding Administrative Assistant II classification.